

13 December 1984

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MEMORANDUM FOR: Deputy Director for Administration

FROM: Daniel C. King
Director of Logistics

SUBJECT: Report of Significant Logistics Activities for
Period Ending 13 December 1984

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1. Progress Report on Tasks Assigned by the DCI/DDCI:

The tasking regarding proselyting of Agency employees is well under way. A clause for insertion in our contracts and an employment agreement for Agency employees have been prepared and forwarded to the Executive Director via the Deputy Director for Administration on 13 December 1984.

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2. Events of Major Interest That Have Occurred During the Preceding Week:

b. Cafeteria Renovations: Renovations continued during the weekend of 7 to 10 December 1984. Three 12-hour shifts were worked by the general contractor and by subcontractors.

(1) North Cafeteria: No work was done in the North Cafeteria this week. The final taping, patching, and sanding operation for the new ceiling to accept the basecoat for the paint is tentatively scheduled to start on 21 December.

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25X1

(2) South Cafeteria: Demolition of the ceiling area in the South Cafeteria is complete. The installation of the new dry wall ceiling metal hanging support work is complete. The hanging of the new dry wall ceiling has been completed up to the loft area in the middle bay area, and final sanding and patching operations were started. Dry wall hanging operations are nearing completion in the south bay area. Work is scheduled to resume on 14 December. []

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c. Pedestrian Tunnel Repair: Eighty percent of the new sidewalk was poured the week of 3 December. Forming for the steps and sidewalk leading to the bus stop began on 6 December; however, due to low temperatures, the concrete pouring for these areas will be delayed until the end of the week. []

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d. Seventh Floor Terrace and Penthouse Roof Replacement: All hot asphalt work on the back side of the 7D and 7E Corridors was completed the week of 26 November. Work began on the south side of the 7E Corridor (up to the plywood barrier) during the week of 26 November. Approximately half of the hot asphalt work on the front side of the 7D and 7E Corridors has been completed. All terrace roofing work on the front side of the 7D Corridors will be done on weekends. []

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e. Agency Telephone Book: Now that the dylux proof has been approved for printing, the Printing and Photography Division (P&PD), OL, is preparing to go to press with this [] publication. Although a lot of press and bindery work remains to be completed, P&PD is hopeful that the telephone book will be completed by the end of December. []

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